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25 June 2008

Mr. Steve Lower  
State of California  
Department of General Services – Procurement Division  
707 Third Street, Second Floor  
West Sacramento, CA 95605

Dear Mr. Lower:

Lisa contacted me regarding concerns about California agencies signing the West Order Form. The agencies should not be signing the order form if they are purchasing off the CA Statewide contract. They should only be completing the Standard Agreement #213.

We do request that our field staff to use the order form but for clarification purposes only. The information on the order form allows us to correctly implement the account with the content being purchased.

Please feel free to contact me at 651.687.7122 if you have any concerns our would like further clarification. West looks forward to our continuing relationship with your office.

Sincerely,

A handwritten signature in cursive script, appearing to read "N. Leonard".

Nancy M. Leonard